

**DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION PROGRAMS  
McCrossan Boys Ranch  
Accountability Review - Monitoring Report 2017-18  
(For District Use Only)**

**Report Date:** March 12, 2018

**All non-compliance must be corrected within 1 year of this report date.**

**Date Closed:**

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**Corrective Action:**

**Prong 1:** Correct each individual case of noncompliance

**Timeline for Completion:** May 11, 2018

**All Prong #1 corrections must be completed and documents submitted to the team leader 60 calendar days from the "report date" noted above.**

<b>Student Name: Child Count Teacher's Name: District wide</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
<b>Child Count</b> 1. Through the child count verification process, as part of the accountability review, it was discovered that 5 files were reported on child count for a different category of disability than what the team had determined the student to be eligible for.	<b>Child Count (Prong 1):</b> 1. The district must develop child count procedures to assure accurate child count information is submitted to the Office of Data Collection. 2. A copy of the procedures must be submitted to SEP.	<b>Child Count (Prong 2):</b> 1. A copy of each student's front page of their IEP and an unofficial correct December 1, 2017 child count will be submitted to verify correct data will be/is being submitted to the Office of Data Collection.
<b>Date Documents Submitted:</b> <b>Status:</b>		

<b>Student Name: Record of Access</b> <b>Teacher's Name: District wide</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
<b>Record of Access</b> 1. Through the review of files as part of the accountability review, it was discovered that 3 of the 3 files reviewed were missing the record of access form including list of the types and location of education records collected, maintained, or used by the district and a record of parties obtaining access to the records.	<b>Record of Access (Prong 1):</b> 1. Staff will insert Record of Access documents into any files which are missing the Record of Access. 2. The district will receive Special Education staff training from the office of special education programs regarding the record of access. 3. A copy of the materials used, who attended the training and the date of the training will be submitted.	<b>Record of Access (Prong 2):</b> 1. The district must develop and implement procedures to assure accurate records can be found on each students file. 2. A copy of the procedures must be submitted to SEP.
Date Documents Submitted: Status:		

<b>Student Name: Jacilyn Wright</b> <b>Teacher's Name: Kris LaVelle/Kari Piekarski</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
Student File #1: This student was reported on child count under the category of Other Health Impaired (555).  <b>Individualized Education Program (IEP):</b> 1. In the Present Levels of Academic Achievement and Functional Performance (PLAAFP) how the disability affects determined the student needed services in the special education program to have academic success. Statements of how the disability affects must be free from predetermining any placement, accommodations, and services.	<b>Individualized Education Program (IEP):</b> The IEP team must meet to amend the current IEP or develop a new IEP to address: 1. How the disability affects statement on the PLAAFP page: The statement must be free from predetermining any placement, accommodations and/or services.	<b>Submit a copy of the following:</b> 1. Copy of the meeting notice, if applicable 2. Copy of new or amended IEP 3. Copy of the PPWN
Date Documents Submitted: Status:		

<b>Student Name: Titus Wright III</b> <b>Teacher's Name: Kari Piekarski</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
<p>Student File #1: This student was reported on child count under the category of Specific Learning Disability (525).</p> <p><b>Evaluation</b></p> <ol style="list-style-type: none"> <li>1. All assessments administered to a student as part of the evaluation process must be written into a report and kept in the students file. The reports will then be used to help the team determine eligibility. A copy of the reports will also be given to parents.</li> </ol>	<p><b>Evaluation</b></p> <ol style="list-style-type: none"> <li>1. Writing a summary report for a previous assessment administered cannot be corrected. Training will be provided by the district on records used during the evaluation and eligibility process.</li> </ol>	<p><b>Submit a copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. Training agenda, date and participant names</li> </ol>
<p>Date Documents Submitted:</p> <p>Status:</p>		

<p><b>Prong 2: Correctly implement the regulatory requirements (i.e. achieved 100% compliance), based on the SEA's review of <u>updated data</u>.</b></p>
<p><b>Required Action:</b></p> <p>The district must review and update its policy, procedure and practice regarding the following:</p> <ul style="list-style-type: none"> <li>• Development of evaluation reports that must be provided to parents including administering and reporting skill based assessment.</li> <li>• Developing an IEP that provides educational benefit.</li> </ul> <p>The district will receive technical assistance regarding these issues noted in this report.</p>
<p><b>Documents To Be Submitted:</b> <b>Each special education teacher responsible for the student files identified under Prong #1 above must submit the following documents to verify continued correction under Prong #2.</b></p> <ol style="list-style-type: none"> <li>1. Referral document</li> <li>2. The prior notice/consent for evaluation</li> <li>3. Copies of <u>all</u> the evaluation reports including skill based assessment and transition</li> <li>4. Copy of the prior notice for the eligibility/IEP meeting/transfer</li> <li>5. Copy of the MDT/eligibility document and;</li> <li>6. Copy of the IEP</li> <li>7. The training date, instructor and participants will be documented and submitted to the team leader to verify technical assistance was provided.</li> </ol>
<p><b>Target Date for Submission of Prong #2 Documents: March 12, 2019</b></p>

Teacher Name: <b>Kris LaVelle/Kari Piekarski</b> Date Received: Status Report: